

City of Redding Purchasing

Business philosophy

The City of Redding wishes to clearly state its commitment to sound, ethical practices in all of its business relationships. Specifically, the City of Redding is committed to:

- Honesty, forthrightness and integrity
- Fair and impartial treatment of all parties
- Competitive processes that are fair, open and effective in obtaining the best value
- Having employees who are respectful, helpful and friendly
- Managing public funds with extreme care and accountability
- Seeking to strike a balance between cost and quality that provides the best overall value for the citizens of Redding
- Working with those business associates who meet the expectations of the City as outlined below

Along with the commitment of the City of Redding as outlined above, the City Council of the City of Redding expects business associates to treat the City in a like manner. Specifically, the City of Redding expects that:

- Business associates will be honest and open with the City and its employees
- Business associates will have a good record of past performance
- Goods and services consistently will be delivered on time and as promised
- Goods and services consistently will be of high quality
- Employees and other representatives of the City will be treated with dignity and respect

Policies and procedures

In general, the Purchasing Division issues four types of purchase orders:

- Regular Purchase Order - issued by Purchasing, only, for all purchases of equipment, repairs, supplies and services upon request from using department for \$7,500 or less. Product purchases more than \$7,500 up to \$60,000, shall be processed with a minimum three quotes.
- Confirming Purchase Order - issued for the purchase of equipment, repairs, supplies and services on basis of emergency.
- Convenience Blanket Purchase Order - issued to vendors from whom we make incidental purchases with on a more frequent basis. The dollar limit of an individual purchase is \$7,500.
- Contracted Blanket Purchase Order - issued as a result of a competitive process to vendors providing the lowest evaluated total bid, based on an estimate of the City's needs for particular products or service over a specific period of time.

Bidding options

The Purchasing Division provides a fair and equitable process for all interested and qualified vendors in providing a bid to the City. The City will make an award in a manner consistent with the City purchasing ordinance.

Quotation Request - Purchases over \$7,500 up to \$60,000

A written Quotation Request Form, including specifications, terms and conditions, is mailed to potential vendors, and posted on Purchasing's website [Current Bidding Opportunities](#).

Quotation must be received in the Purchasing Division (by email, US Mail or fax to designated contact) by the stated bid opening date and time. Award of Quotation Request: Up to \$60,000, by City Staff.

Invitation to Bid and Request for Proposals – Purchases/Services greater than \$60,000

Formal bids, including specifications, terms and conditions, are e-mailed to potential vendors, advertised in the public notice section of the local newspaper, and posted on Purchasing's website [Current Bidding Opportunities](#). Bid must be received in a sealed envelope in the City Clerk's office by the stated bid opening date and time. Fax/email copies are not considered. Award of bids: Up to \$200,000, by City staff; more than \$200,000, by City Council. Results of prior solicitations may be obtained

Local business preference

The City of Redding provides a local purchasing preference on all qualifying purchases to allow the lowest local bidder which submits a bid within five percent of the lowest bid, the ability to match the lowest bid, if such bid is submitted from a non-Redding bidder. To qualify for this preference the purchase (or portion of purchase) must be subject to sales tax collection. Also the purchase order or contract must be issued to a business holding a current and valid City of Redding business license and said business must be located within the jurisdictional limits of the City of Redding. See the [Redding Municipal Code section 4.20.180](#) for more information.

Buyer and seller relations

The promotion of good vendor relations is an important function of the Purchasing Division. Please note the following:

- The Buyers are available by appointment:

Michelle Kempley, Senior Buyer, Phone (530) 225-4137 or email mkempley@cityofredding.org

Sarah Froeber, Buyer, Phone (530) 225-4138 or email sfroeber@cityofredding.org

All Department's requests for prices are to be made through Purchasing, unless request is for budgetary purposes only.

- City employees outside of the Purchasing Division cannot commit the City to purchase any item unless it is under \$7,500 and is on a Blanket Purchase Order, or by Credit Card.
- Vendors may devote considerable time and effort in presenting a product or service to the City. However, it should be noted that an award shall be made to the lowest responsible and responsive bidder based on a competitive process.

Note: Additional information regarding the City of Redding Purchasing System can be found in the [Redding Municipal Code, Chapter 4.20](#).